

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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March 23, 2004

FROM: **GERRY NEWCOMBE**, Deputy Administrative Officer
County Administrative Office

SUBJECT: CAPITAL IMPROVEMENT REQUESTS AND SHORT TERM LEASES

RECOMMENDATION: Receive list of County Administrative Office (CAO) approval of Capital Improvement Program (CIP) Requests and short-term leases for the period February 7, 2004 to March 6, 2004.

BACKGROUND INFORMATION: On November 7, 2000, the Board of Supervisors adopted County Policy No. 08-02-01, Leasing Privately Owned Real Property for County Use. Paragraph 2B of the policy provides that the CAO shall prepare a timely (but not less than monthly) agenda item to the Board listing the CAO's approval of CIP requests that authorize the commencement of any Formal Request for Proposal (Formal RFP), Solicitation of Proposal (SOP), and/or Short Term Proposal (STP) process for the lease of privately owned real property for County use and the approval of any STP leases pursuant to the STP process.

The following CIP requests were approved by the CAO to begin the next step in the process for the period February 7, 2004 to March 6, 2004.

<u>Date Approved</u>	<u>Location</u>	<u>Department</u>	<u>Sq. Footage</u>	<u>Process</u>	<u>Funding Source</u>
3/5/04	Apple Valley 9600 Manzanita	Sheriff	250 sq. ft. of office space	Exempt	100% Local Cost

There were no STP leases approved by the CAO for the period February 7, 2004 to March 6, 2004.

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed by the County Administrative Office (Janet Lowe, Administrative Analyst) on March 8, 2004.

FINANCIAL IMPACT: None.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Gerry Newcombe, Deputy Administrative Officer (387-9046)

Record of Action of the Board of Supervisors

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